



# Calmentor North Region Steering Committee Meeting

## June Monthly Meeting

6/15/2016

9:00 AM to 10:00 AM

Phone Bridge: 866-702-1225 - when prompted enter code 9361783.

---

**Meeting called by:** Steering Committee      **Type of meeting:** Monthly

**Note taker:** Jenna Matsumoto

**Attendees:** Blake Hinman, Jenna Matsumoto, Millard Totman, Malasha Harriger, Sandy Wong, Patti Preston, Cory Brinkman (for Becky Rozumowicz), Damon Dorn

**Please read:**

### ----- Agenda Topics -----

Steering Committee	Becky R.	5
Sub Committees:		
Pairing / MOU	Sandy /Royce/ Blake	15
Recruitment	Mike/Becky	10
Outreach	Blake/Ravi/Susan	10
Special Events	Dustin/Royce/Becky R.	5
Finances	Becky R.	1
Caltrans Update	Millard/Rochelle/Royce/ Jenna	5
Next Meeting – July 20th <sup>th</sup>		

### Attachments

---



# Calmentor North Region Steering Committee Meeting

## June Monthly Meeting Minutes

6/15/2016

9:00 AM to 10:00 AM

Phone Bridge: 866-702-1225 - when prompted enter code 9361783.

---

**Meeting called by:** Steering Committee      **Type of meeting:** Monthly  
**Note taker:** Jenna Matsumoto

**Attendees:** Blake Hinman, Jenna Matsumoto, Millard Totman, Malasha Harriger , Sandy Wong, Patti Preston, Cory Brinkman (for Becky Rozumowicz)

**Please read:** Meeting Minutes

### ----- Agenda Topics -----

#### Steering Committee: [5min]

Intro and Welcome      Jenna M.

Discussion:

Jenna mentioned that a smartsheets survey was sent out last month to add steering committee join date.

However, many steering committee members had not yet responded.

Conclusions:

Action items:

Check smartsheets to ensure your steering committee join date is added

Person responsible:

Steering Committee

Deadline:

----- Agenda Topics -----		
<u>Steering Committee:</u> [5min]		
Intro and Welcome      Jenna M.		
<u>Discussion:</u>		
Jenna mentioned that a smartsheets survey was sent out last month to add steering committee join date.		
However, many steering committee members had not yet responded.		
<u>Conclusions:</u>		
<u>Action items:</u>	<u>Person responsible:</u>	<u>Deadline:</u>
Check smartsheets to ensure your steering committee join date is added	Steering Committee	

Discuss Past Co-chair Position		Millard	
Discussion:			
No update from Millard			
Conclusions:			
Action items:		Person responsible:	Deadline:

**Pairing/MOU Subcommittee:** [15 min]

New Member Packet Review		Sandy	
Discussion:			
Jenna asked Sandy for an update on the new member packet.			
Sandy did not have an update.			
Conclusions:			
Jenna stressed the need for the new member packet as firms are currently showing interest.			
Action items:		Person responsible:	Deadline:
Draft new member packet materials		Sandy	

List of companies for potential pairing.		Sandy/Blake	
Discussion:			
Sandy contacted Singh & Associates and TRC Consultants about a possible pairing and it waiting for a response.			
Sandy asked the steering committee to confirm that pairings do not need a vote, the pairing is official once the MOU is signed.			
Conclusions:			
Jenna confirmed that the pairings do not need to be voted on by the steering committee.			
Action items:		Person responsible:	Deadline:
Follow through with Singh & Associates and TRC Consultants		Sandy	

Member List Review/ Surveys to Report  
Milestones and Measure Effectiveness

Sandy/Royce

Discussion:

Jenna brought forth Becky's idea to incorporate a survey into smartsheets that would automatically contact mentors and protégés monthly to self-report the pairing progress in quantitative and qualitative ways. Jenna asked the committee if they thought this was a good idea and whether they had any ideas for questions to ask mentors or protégés.

Patti thought it was a good idea and has a list of potential questions to incorporate into the survey.

Jenna discussed the mentor/protégé list that is being updated by Sandy. Jenna asked for Sandy to keep ECORP on the list, and if he knew why Sapper West and J House Environmental withdrew; the committee should document their reason for withdrawing.

Conclusions:

Action items:

Person responsible:

Deadline:

Create a survey on smartsheets to contact mentors and protégés

Becky

Send list of potential questions to Becky.

Patti

Send email to Becky containing information on who at Sapper West and J House Environmental were contacted and their reasons for withdrawing.

Sandy

**Recruitment Subcommittee:** [10min]

Contacting firms/ new applications

Mike/Becky

Discussion:

Jenna mentioned that three firms were contacted by Becky and were considering becoming mentors. Mike was absent from the meeting and could not comment on contacting PB, Kleinfelder, and CH2M HILL

Jenna mentioned there are two pending mentor/protégé applications: Placer Inspection Lab & Manufacturing (protégé) and Dokken (mentor).

Conclusions:

Copies of the applications will be sent to the steering committee members via e-mail, and an online vote will be created since many steering committee members are absent today.

Action items:

Person responsible:

Deadline:

Create smartsheets voting for new mentor/protégé applications

Becky

**Outreach Subcommittee:** [10 min]

Social Media

Blake

Discussion:

Jenna asked if Blake had any updates on the LinkedIn account, and asked how to be added to the Calmentor North Region group.

Blake responded that there were no updates, but he had previously sent out the invitation to join the group to the committee members

Conclusions:

<div> <div>Action items:</div> <div>Resend LinkedIn invitations to Calmentor group</div> </div>			<div> <div>Person responsible:</div> <div>Blake</div> </div>	<div> <div>Deadline:</div> <div></div> </div>
<div> <div>ACEC – Updates?</div> <div>Ravi</div> </div>				
<div> <div>Discussion:</div> <div>Jenna mentioned that a date had been set for March 2017, but had no additional details.</div> <div>Ravi was not present for an update.</div> </div>				
<div> <div>Conclusions:</div> <div></div> </div>				
<div> <div>Action items:</div> <div></div> </div>			<div> <div>Person responsible:</div> <div></div> </div>	<div> <div>Deadline:</div> <div></div> </div>
<div> <div>Newsletter</div> <div>Blake/Susan</div> </div>				
<div> <div>Discussion:</div> <div>Jenna asked about the status of the newsletter.</div> <div>Blake said that he will be contacting people next week to finalize the newsletter.</div> </div>				
<div> <div>Conclusions:</div> <div></div> </div>				
<div> <div>Action items:</div> <div></div> </div>			<div> <div>Person responsible:</div> <div></div> </div>	<div> <div>Deadline:</div> <div></div> </div>
<div> <div><b>Special Events Subcommittee: [5 min]</b></div> <div></div> </div>				
<div> <div>Breakfast with the Director, May 26th</div> <div>Dustin/Royce/Becky</div> </div>				
<div> <div>Discussion:</div> <div>Jenna introduced the survey results that were attached with the agenda and asked how the committee felt about the event, what could have been done better or differently, and should this become an annual event.</div> <div>Patti suggested that this event paired with another event that brought in resource agencies would be an excellent alternating annual flagship event.</div> <div>Jenna mentioned Becky’s suggestions that consultants are made aware that they should be prepared with questions, moderators should introduce their roles and tasks, and each table have an elevator speech to introduce their firm.</div> </div>				
<div> <div>Conclusions:</div> <div></div> </div>				
<div> <div>Action items:</div> <div></div> </div>			<div> <div>Person responsible:</div> <div></div> </div>	<div> <div>Deadline:</div> <div></div> </div>

DPAC – Next event and selection process		Becky	
Discussion:			
Jenna mentioned that a date had been selected for the DPAC event: Monday, September 12.			
Millard mentioned that topics covered would include the enhanced selection process, SOW development and streamlining the process to shorten contract execution, and the ISO 9000 and whether it pertains to A&E contracts.			
Conclusions:			
Action items:		Person responsible:	Deadline:

Date for sponsors dinner		Becky	
Discussion:			
Jenna mentioned that a tentative date was set for either Wednesday November 9 or Wednesday November 16, and asked how the committee felt about these dates and whether the event should have speaker or be a mixer.			
Patti suggested that the dates are selected to be aware of Veterans Day and Thanksgiving. Patti mentioned that it would be good to have a speaker and suggested the new director of regional transit.			
Conclusions:			
Action items:		Person responsible:	Deadline:
Continue planning and venue selection		Dustin	

2017 events voting		Becky	
Discussion:			
Jenna mentioned that a survey had been sent out to vote on events for 2017 so that event selection is done far in advance rather than on an event-to-event basis.			
Conclusions:			
Action items:		Person responsible:	Deadline:
Check smartsheets to ensure you have voted for 2017 events		Steering Committee	

Financial Statement: [1 min]		Becky	
Discussion:			
Jenna mentioned that before the last event we had 4,060.64; the event brought in 710.76; and the new total is 4,751.40.			
Jenna asked the committee about how to use the money and solicited ideas for possible trainings and Becky’s suggestion to make the sponsor’s dinner free.			
Blake inquired as to the cost of a free sponsor’s dinner and Patti responded that the cost in the past has been 1,600 to 2,000 dollars. Patti also mentioned the possibility of a GIS training through ECORP, which has occurred in the past.			

Conclusions:		
Action items:	Person responsible:	Deadline:

Caltrans Update: [5 min]		Millard/Royce/Jenna
Discussion:		
Millard discussed that two construction contracts, renewal of the cultural contracts, renewal of the hazardous wastes contracts, and renewal of the surveying contracts are all in the works.		
Conclusions:		
Action items:	Person responsible:	Deadline:

Next Meeting – July 20th		
Discussion:		
Next meeting is scheduled for July 20 <sup>th</sup> on the phone bridge.		
Jenna reminded everyone to vote on smartsheets before next meeting.		
Conclusions:		
Action items:	Person responsible:	Deadline:

## Other Information

---